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2021

Kean|Workday

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Recommended Citation

Kean University, "Kean|Workday" (2021). *Evidence Inventory*. 332.
https://digitalcommons.kean.edu/evidence_inventory/332

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Weather Alert

Due to the impending storm and the State of Emergency recently declared by Gov. Murphy, all classes on the main campus and Kean Skylands are canceled beginning at 7 p.m. tonight. All classes also will be canceled tomorrow, Tuesday, October 26, and nonessential personnel should not report to campus. Kean Ocean students should visit the Ocean County College website [for information regarding any class cancellations.](#)

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Kean|Workday



Kean University's Office of Human Resources is excited to announce its transition to Workday, a new Payroll and HR System. Say hello to ease with our new self-service system, where you will can now view and manage all of your employment information from one place anytime, anywhere.

Workday is now LIVE! [Click here](#) to access the system.

Have questions about Workday? Please send an email to us at workday@kean.edu.

Important Announcements

- NEW: 10/7/2021 - Announcement re. Columbus & Veteran's Day Holidays
 - NEW: [Compensatory Time form for worked holidays](#)
- [12/21 Workday is Now Live Announcement](#)
- [12/17 Announcement - Time & Attendance Changes](#)
- [12/16 Announcement - Changes to Pay Schedule](#)

Training Materials & Helpful Resources

(section to be updated on an ongoing basis)

- [Who to Contact - HR & Payroll](#)
- [2021 Pay Schedule for All Employees](#)
- [Workday Glossary of Terms](#)
- [My Guide - Accessing Workday Mobile App](#)
- [My Guide - General Navigation & User Basics](#)
- [My Guide - Employee Self-Service](#) (Provides instructions on updating personal & banking Information. Please note that all address changes must **also** be made in [Benefitsolver](#) for State Health Benefits purposes.)
- [My Guide - Preferred Name Changes](#)
- [My Guide - Viewing Your Payslip](#)
- Workday Basics Video: [Part 1](#) & [Part 2](#)
- NEW: [My Guide - Data Entry for COVID-19 Vaccination](#) (self-report)

Time & Attendance Information

For Employees

- [My Guide - Time Off Plans & Balances](#)
- [My Guide - Requesting Time Off](#)
 - [Click here](#) for an instructional video on requesting time Off for FT employees.
- [My Guide - Correcting Time Off Requests](#)
 - [Click here](#) for an instructional video on how to correct a time off request.
- [My Guide - Clocking In & Out](#) ****Please note that clocking in/out is required ONLY for employees who previously clocked in/out in Kronos****
 - [Click here](#) for a video with step by step instructions for clocking in & out.
- [My Guide - Submitting Your Time Worked](#) (for PT, hourly & non-exempt employees)
 - [Click here](#) for a video with step by step instructions on submitting time worked.
- [My Guide - Submitting Overtime](#)

- [Click here](#) for a video on how to clock in/out and submit overtime hours worked.
- Troubleshooting:
 - [Common Errors - Adjusting AutoFill Schedule for Paid Time Off](#)

For Supervisors & Timekeepers

- [My Guide - Approving Time Off Requests](#)
 - [Click here](#) for a video on approving requests for time off.
- [My Guide - Reviewing Time Worked for Hourly Employees](#)
- [My Guide - Approving Time Cards for Hourly & Non-Exempt Employees](#)
- [My Guide - Entering Time for Hourly Employees](#)
 - [Click here](#) for a video with instructions on entering time for hourly workers.
- Troubleshooting:
 - [Common Errors - Correcting Unmatched Punches](#)
 - [Common Errors - Unsubmitted Timesheets](#)

Recruiting Information

For External Applicants:

- [My Guide - Applying to a Job as an External Candidate](#)

For Hiring Managers & Search Committee Members

- [My Guide - Interview & Offer for Hiring Managers](#)
- [My Guide - Search Committee Participant Guide](#)

Managerial Evaluation Information

Guide for Employees Being Evaluated

- [My Guide - Managerial Evaluation Guide for Employees](#)

For Managerial Supervisors & Next Level Management:

- [My Guide - Managerial Evaluation Guide for Supervisors & Next-Level Managers](#)
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Human Resources

Employment

Benefits

Newsletter 

Current Employees

HR Events Calendar

Human Resources Forms & Policies

Travel Manual

Kean|Workday

Professional Development

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Careers

Directory

Map & Directions



Also of Interest:

Admissions & Aid

Academic Calendar

Kean Online